



FIRST THINGS FIRST

SENIOR DIRECTOR OF GOVERNMENT AFFAIRS

First Things First (FTF), also known as the Arizona Early Childhood Development and Health Board, is a public state agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a State Board and Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life. First Things First acts in accordance with our Beliefs, Actions and Performance statements, which are attached.

Job Summary:

Working in close coordination with the Vice President of External Affairs, the Senior Director of Government Affairs initiates, responds to and coordinates contact between FTF and elected officials at the federal, state and local levels. The successful candidate is responsible for the development and recommendation of policies involving legislation related to early childhood development and health and provides timely assessment of federal, state and local initiatives that have or could have a direct impact on FTF and broader early childhood issues.

Distinguishing Characteristics:

The ideal candidate enthusiastically supports the vision and mission of First Things First; and possesses the personal qualities of integrity and credibility. She/he will have the proven ability to translate complex issues and systems into clear, concise and engaging documents and presentations. This work involves problem solving and mediating conflicting and unexpected issues among multiple groups and constituencies.

Typical Duties and Responsibilities:

- Actively working to build awareness among policymakers at the local, state and federal levels on early childhood issues impacting Arizona's families and young children.
- Cultivates and promotes positive and productive relationships between FTF and policymakers at the federal, state, and local levels.
- Recommends policy and legislative initiatives related to early childhood development and health.

- Provides timely assessment of federal, state, and local initiatives that have or could have a direct impact on FTF and broader early childhood issues, including monitoring and tracking federal, state and local legislation impacting early care and education.
- Assumes an active role in problem solving and advising FTF leadership in a complex political environment.
- Collaborates with VP of External Affairs to identify and implement a strategic, coordinated public affairs plan that includes statewide and community-based strategies.
- Creates a variety of documents to translate legislative issues (i.e., position and briefing papers).
- Provides timely and accurate information (in writing and through public presentations) to regional partnership council members and stakeholders.
- Prepares public testimony and presents on behalf of the organization.
- Oversees relationships with government relations contractors and vendors.

Qualifications:

- Bachelor's degree in political science, public administration, public policy, communications or related field.
- Seven to 10 years of direct experience in government relations.
- Excellent verbal and written communication skills, including public speaking, presentations and training, report/letter writing, grant writing, and informational articles.
- Ability to translate complex issues and systems into clear, concise, and engaging presentations and materials for a variety of audiences.
- Organized and detail-oriented, with proven effectiveness at managing multiple priorities on deadline.
- Strong relationships with elected officials and community leaders.
- Demonstrated knowledge of current trends in communicating with public policymakers and constituents, including social media.
- Strong organizational skills, self-motivated and able to work independently as well as in highly-collaborative team efforts.
- Knowledge of early childhood and/or human services systems/policy strongly preferred.

Review of resumes will begin on July 18, 2014 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 24, with a hiring range of \$70,000 to \$80,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

OUR BELIEFS, ACTIONS & PERFORMANCE

We Believe, in order for First Things First to live our Vision, Mission and Values, we:

- Respect diverse contributions and perspectives as being fundamental to our success;
- Demonstrate individual and collective responsibility by fulfilling our commitments and excelling in our performance; and,
- Conduct ourselves with personal and professional integrity, acting at all times in ways that bring respect and honor to each other, our work and our organization.

We Act on our commitment to create positive outcomes for Arizona's young children through:

- Efficient and effective stewardship of resources;
- Comprehensive systems approach and organizational planning that focus on clear priorities, realistic expectations and vigorous assessment;
- Open, honest and clear channels of communication that foster trust;
- Continuous inquiry, learning and reflection;
- Coordination and leadership by volunteers, state, local and tribal partners and advocates; and,
- Acknowledgment of and honor for the sovereignty of tribal governments in our work.

We Perform in a manner that:

- Empowers employees' mutual respect, teamwork and ethical behavior;
- Encourages innovation, promotes excellence and creative problem solving;
- Cultivates staff development, provides feedback and reflection on performance, and celebrates success;
- Responds to the evolving nature of our work with flexibility and adaptability; and,
- Creates a positive atmosphere and promotes a healthy work environment and life balance.



FIRST THINGS FIRST

Ready for School. Set for Life.